

# STATE FOSTER CARE REVIEW BOARD

September 6, 2014

## MINUTES

### Roll Call.

**Present:** Anderson, Yolanda; Baca, Marty; Battaglini, Karen; Brannan, Bruce; Burnell, Susan; Daidone, Richard; Endres, Art; Foti, Jo; Gasaway, Julie; Hanson, Paul; Harrell, Nancy; Ishmael, Susan; Koch, Connie; Kolzow, Jakki; Lundy, Thelma; Matthews, Tiffany; Romanski, David; Smith, Linda; Tellez, Tom; VanAuker, Valerie; Wiesenthal, Steven.

**Absent:** Bigos-Wheeler, Carol; Crawford, Barbara; De La Cruz, Luis; Giaquinto, Laura; Goldberg, Carolyn; Kimball, Peggy; Manring, Gene; McQueary, William; Miller, Marilyn; Sterling, JT;

**Staff Present:** Bednarek, Linda, Devlin, Karla, Foster, Natalie, Gilreath, Karen, Frances Gonzales, Gray, Charlie, Guizzetti, Sandy, Lutt-Owens, Caroline, Lazere, Steve, Jenny Mackey, Leslie Moretz, Alice Streight

**Connie Koch called meeting to order at 1:01 p.m.**

### I. HOUSEKEEPING ITEMS

### II. APPROVAL OF MINUTES:

**Motion:** Approve to accept minutes from March 1, 2014, **Action:** Approve, **Moved by,**  
**Seconded by.**

**Motion passed unanimously.**

### III. INTRODUCTIONS:

### IV. COMMITTEE REPORTS:

#### A. Executive Committee:

The Executive Committee spent most of their meeting discussing the proposals created from the survey that went out to all state board members. The details of the proposals will be discussed under new business.

#### B. Advocacy Committee:

Since the committee discussed some of the proposals that Caroline will be outlining under New Business, they have no additional update at this time.

#### C. Community Outreach Committee:

Linda Smith provided the update: Four FCRB staff members participated in the committee meeting. They discussed recruitment and staff assignments. Since the last

meeting, the Phoenix office has divided the recruitment and observation scheduling dates among four PSIII staff members. One staff member handles the East valley, one handles the rural areas and paperboards, and two manage the greater Phoenix area. Sandy and Linda continue to manage these efforts in the Tucson region.

We continue to experience growth in most counties in Arizona. New boards are being created to meet this growth. Some of our rural boards are being expanded in the number of times they meet each year, and in some instances, paperboards have been created. There is a need to recruit new volunteers to staff the new boards and fill existing vacancies. To meet these needs, both offices have been posting flyers on bulletin boards in Starbucks. Linda Smith will begin writing articles, for both the Phoenix and Tucson offices, featuring a volunteer from each region.

#### **D. Continuing Education Committee:**

Paul Hanson provided the update: The CEC is the only committee with mandated functions. They are looking for new members to join. They also discussed some of the proposals from the Executive committee.

They also discussed the volunteer enrichment, which includes volunteer applications, interviews, and the orientation process.

They also discussed the volunteer assessment. That is required to address some national standards requirements. It will become important during the Sunset Audit.

The form that the CEC proposed was piloted on two boards (one in Bisbee and one in Maricopa). The form needs to be revised. Where the new form will be piloted is still under discussion. When the form is finalized, it will be converted to a pdf, so it can be filled out on the web. The information will then go into Survey Monkey.

The new board member orientation went from two days to one day, some time ago.

Due to that reduction, many items were not covered during the initial training, and some have not been followed up on. The committee will look at how to incorporate the needed items into different training formats.

#### **V. OLD BUSINESS:**

N/A

#### **VI. NEW BUSINESS:**

A survey was sent out to all board members asking for input regarding the state board (comments, suggestions, improvements, etc.). As a result of the survey, several concepts and proposals have been recommended.

Caroline discussed the survey results and introduced the new proposals/recommendations.

##### **Survey Results:**

1. Making improvements to better link the state board to the local boards
2. Meetings are too long
3. Volunteers need to take more active role; need to feel more involved
4. Better define our goals
5. Doing more at meetings; better identify the purpose of meetings

Recommended proposal:

**1. State Board member to be liaison to local boards.**

*Proposal:*

Each state board member be specifically assigned to represent three local boards (their local and two other local boards). That representation includes the State Board representative being responsible for communicating with their assigned boards. The state board member will serve as the liaison between the State Board and the local boards.

Discussion regarding the concept of the proposal followed.

**Motion:** One State board member will be assigned three local boards with additional details to follow. **Action:** Approve, **Moved by:** Smith, Linda, **Seconded by:** Tellez, Tom.

Motion passed unanimously.

Recommended proposal:

**2. Restructure state board meeting.**

*Proposed meeting agenda (times are listed as an example):*

- 8:30-9:30 Executive Committee
- 9:30-11:30 State Board Meeting
  - Executive Committee update
  - Updates from various subcommittees
  - Staff updates
  - Issues from local boards
  - Old business
  - New business
- 11:30-12:00 (or immediately following the State Board meeting) Lunch (non-working; networking time)
- 12:15-1:30 (or until done) Working committee meetings

Discussion regarding the restructure of state board meeting/agenda followed.

**Motion:** Restructure of state board meeting/agenda; reverse order. Additional details to follow. **Action:** Approve, **Moved by:** Brannan, Bruce, **Seconded by** Smith, Linda. Motion passed unanimously.

Discussion regarding adding a training component to the restructured state board meeting/agenda.

Based on the group discussion, a training will be added to the restructured state board meeting/agenda. Details will follow as to what time it will be incorporated. It was also agreed upon that training could occur during lunch (while eating).

Recommended proposal:

**3. Volunteers need to take more active role; better define our goals; ensure the State Board is meeting its statutory mandate of supporting the local boards.**

*Proposal:*

- Allow the State Board Chairperson to appoint a chair and vice chair for each state board committee.
- Change the name of the Advocacy Committee to Best Practices Committee. That committee would take on tasks like:
  - Advocacy efforts, when appropriate
  - Needs and Assessments
  - Local Board feedback issues
  - Issues pertaining to Findings and Elements
  - Trends
  - Issues pertaining to changes in board procedures, board protocols, etc.
  - Serve as the “Pilot Members” for new initiatives
- Have staff draft a description for the Outreach, Continuing Education, and Best Practices committees, including their purpose and role of each committee member.

**Motion:** 1. Accept the committees, as follows: Outreach Committee, Continuing Education Committee, Best Practices Committee (replacing the Advocacy Committee), Ad Hoc Committees, as needed, and a designated Ad Hoc Committee to be a Fatality Ad Hoc Committee. 2. Have staff draft a description for the Outreach, Continuing Education, and Best Practices committees, including their purpose and role of each committee member. 3. Allow the State Board Chairperson to appoint a chair and vice chair for each state board committee. **Action:** Approve, **Moved by:** Tellez, Tom, **Seconded by:** Smith, Linda.  
Motion passed unanimously.

**VII. PROGRAM MANAGER’S REPORT:**

Steve Lazere delivered the Program Manager Report:  
Starting in August, FCRB started tracking case manager in Maricopa and Pinal that did not show up for reviews and reporting it back to DCS Assistant Program Managers. The information will also be shared with supervisors and staff.

**VIII. DIVISION/AOC REPORT:**

Caroline Lauth-Owens provided the following updates:  
Introduction of Nancy Molever, new CASA Manager, started in May 2014.  
FCRB has been contacted by the Auditor General for the Sunset Audit. The entrance meeting is next week. They will be here for several months gathering information. The auditor’s report is due to the legislature October 1, 2015. It will be then introduced to the legislature in January, 2016.  
A volunteer conference will be conducted in August, 2015. More details will follow.

**IX. CALL TO THE PUBLIC:**

There were no public respondents.

**X. ADJOURNMENT:**

**Motion:** To adjourn meeting at 3:05pm. **Action:** Adjourn, **Moved by:** Smith, Linda.

**Future meeting dates:**

- *Saturday, December 5, 2014 Executive Committee only (telephonically)*
- *Saturday, March 7, 2015 - State Board Meeting (in person)*
- *Saturday, June 6, 2015 Executive Committee only (telephonically)*
- *Saturday, September 12, 2015- State Board Meeting (in person)*
- *Saturday, December 5, 2015 Executive Committee only (telephonically)*